



State of Louisiana
**DIVISION OF ADMINISTRATION
OFFICE OF STATEWIDE TECHNOLOGY**

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Subject: PC and Printer IT Request and Budgeting Guidelines

Pursuant to LAC 4:XV.101, et seq., the Office of Information Technology (OIT) has established configuration and pricing guidelines for the procurement of PC and printer hardware. These guidelines are applicable during budget preparation, as well as for mid-year requests.

The PC and Printer IT Request and Budgeting Guidelines will be distributed to the Technical Advisory Group (TAG).

All entities under the authority of OIT as defined by R.S. 39:15.1, et seq, are expected to comply with these guidelines. Exceptions to these guidelines should be justified and approved internally by the appropriate entity, and documentation should be kept on file.

If you have any questions, please contact James Howze or Barbara Oliver at 225-219-9470.